

Tenafly Public Schools

To: All Personnel

From: Donna Fairless - Payroll

Re: Payroll Schedule & Voucher Due Dates for the 2021-2022 school year

Please note the following pay dates and deadlines for voucher payment for the 2021-2022 school year. Any voucher that is not received by payroll by 3:00 PM on the due date will be paid the following pay date. Please call me at ext. 4518 if you have any questions. Thank you.

Days Worked	<u>Voucher Due in Payroll</u>	Payroll Dates
July 1-15	July 16, 2021	July 27, 2021
July 16-31	August 6, 2021	August 13, 2021
August 1-15	August 20, 2021	August 31, 2021
August 16-31	September 2, 2021	September 10, 2021
September 1-15	September 21, 2021	September 30, 2021
September 16-30	October 6, 2021	October 15, 2021
October 1-15	October 20, 2021	October 29, 2021
October 16-31	November 3, 2021	November 15, 2021
November 1-15	November 17, 2021	November 30, 2021
November 16-30	December 6, 2021	December 15, 2021
December 1-10*	December 14, 2021	December 23, 2021
December 11-31	January 5, 2022	January 14, 2022
January 1-15	January 20, 2022	January 31, 2022
January 16-31	February 4, 2022	February 15, 2022
February 1-15	February 16, 2022	February 28, 2022
February 16-28	March 4, 2022	March 15, 2022
March 1-15	March 22, 2022	March 31, 2022
March 16-25*	March 30, 2022	April 8, 2022
March 28-April 8	April 20, 2022	April 29, 2022
April 16-30	May 4, 2022	May 13, 2022
May 1-15	May 17, 2022	May 31, 2022
May 16-31	June 6, 2022	June 15, 2022
June 1-10*	June 14, 2022	June 23, 2022
June 13-23	July 6, 2022	July 15, 2022

*due to the early payroll, voucher dates changed